

RESEARCH AND STATISTICAL ANALYSIS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the major duty of which is the research and analysis of departmental operations relative to the growth of the city and future fire service requirements. The Research and Statistical Analysis Officer reviews areas of projected growth, and determines fire flow and hydrant location necessary for compliance with Insurance Services Office (ISO) rating schedules. The incumbent of this position recommends changes in department operations that will help the city maintain favorable ISO ratings. This class is non-supervisory in nature. The Research and Statistical Analysis Officer performs regularly assigned duties with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the research functions of the fire department. Recommends management policies, goals and objectives for consideration by the Fire Chief. Assists the Fire Chief in determining how the department should be organized, including the number and distribution of operating units. Assists in the planning and organization of departmental operations having to do with equipment and personnel.

Analyzes demographic information for the purpose of projecting future fire service requirements. Utilizes information from maps, records, reports, and other documents maintained by the department for purposes of planning hydrant locations, fire flow needs, and locations of additional fire stations. Maintains a general knowledge of the ISO Fire Suppression Ratings Schedule. Recommends changes in department operations that will help the city maintain a favorable ISO rating.

Coordinates the work of the department with public agencies, utilities, and private businesses, providing information and giving assistance when needed. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service.

Supervises the preparation and maintenance of the records and reports of the assigned division by reviewing reports and periodically inspecting systems and facilities for keeping

records.

Personally completes forms and records assigned. Compiles and organizes data needed for reports.

Responds to second alarm or greater fires to assist the IC (Incident Commander) in communicating with the water company and any other duties assigned by the IC.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

EITHER

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation And at least ten (10) years full-time fire service experience with a paid fire department, at least three (3) years of which must be in a supervisory or administrative position.

OR

Must have an Associate's Degree in Fire Science, and at least five (5) years full-time fire service experience with a paid fire department.

OR

Must have a Bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum, and at least two (2) years full-time fire service experience with a paid fire department.

OR

Other such training and experience which, in opinion of the civil service board, meets or exceeds the above requirements.

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